

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: January 28, 2013  
Time: 4:00  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright.

Absent: None

**CALL TO ORDER:**

President Godfrey called the meeting to order at 4:00 p.m.

**ELECTION OF OFFICERS:**

President Godfrey read the slate of officers presented by the nominating committee for the 2013 calendar year.

Recommendation:

Cheryl TenBrink, President  
Valerie Wright, Vice President  
James Vander Roest, Treasurer  
Fenner Brown, Secretary

President Godfrey asked if there were nominations from the floor.

MOTION: R. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATING COMMITTEE FOR 2013.

Director Rohrbaugh thanked L. Godfrey for her leadership and council as Board president over the two years of her presidency. She presented her with two books that were to be put in the library collection in her honor: *The Food52 Cookbook* and *Books to Die For: the world's greatest mystery writers on the world's greatest mystery novels*. L. Godfrey thanked Director Rohrbaugh saying how much she enjoyed working with the Board.

President TenBrink assumed the President's chair.

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**  
None.

## II. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board saying he was a frequent patron and that he had addressed the Board in the past and had worked with Director Rohrbaugh on an interview. A. Khazad said he was grateful for the special section devoted to Science Fiction on the first floor. He suggested Fantasy also be included in this section and gave examples of books he thought could be included in this section if they were to be merged. Secondly, he told trustees that over the last 10-20 years he had noticed the library becoming noisier saying it would be more appropriate for children who were crying or throwing temper tantrums to be in the Children's Room rather than the adult section. He ended by saying he hoped something could be done about the noise factor at the library.

Board members thanked A. Khazad for his comments.

## III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of December 17, 2012*

B. *Personnel Items*

- Resignation

**Bailey Mead** resigned from the ST FTE .75 Nonprofit Assistant position in ONEplace effective January 24, 2013. Bailey began work at KPL in March 2012. She accepted a full time position as Resource Development Director with the Constance Brown Hearing Center.

Discussion: Director Rohrbaugh introduced F. Howe, new Marketing and Communications Manager, to Board members. President TenBrink welcomed her to her new position.

## IV. FINANCIAL REPORT

A. *Financial Reports for the Month Ending December 31, 2012*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending December 31, 2012.

MOTION: R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2012.

MOTION CARRIED 7-0.



## V. REPORTS AND RECOMMENDATIONS

### RECOMMENDATIONS:

A. *Close Estimate Budget for 2012-2013 Fiscal Year*

Recommendation: Director Rohrbaugh recommended approval of the three budgets presented: the General Operating Fund Close Estimate Revision, the Special Revenue Funds Close Estimate Revision, and the Capital Improvement Plan Close Estimate Revision.

### Executive Summary:

- General Operating Fund

The current revision to the General Operating Fund Budget included updated property tax revenue adjustments, a revised estimate for State Aid to Public Library revenue, and

recognition of several unexpected gifts including a gift from the Wong Foundation to be used for signage software for the monitors by the circulation desk at Central Library.

Expenditures were revised and continue to support the library's strategic plan emphasis on youth services. Of the additional \$595,312 in funds carried over from the previous fiscal year, \$360,000 was transferred to support the Capital Improvement Plan; \$293,141 was allocated to staff costs, security tags for audio visual materials, unexpected repairs to the power grid at Central Library, and an increase in allocations to support tax refunds.

The Unassigned Fund Balance projected by the Close Estimate Budget Revision increased by \$5,479 as of June 30, 2013 to remain over 13.3% of Total Operating Expenditures.

- Special Revenue Fund

As of the end of the Close Estimate Budget for the one remaining Special Revenue Fund only four special project types remained: Ready to Read; History Room Special Projects; ONEplace Special Projects; and Gifts and Memorials. Nearly all of the budgets remaining reflected a continuation of the project budgeted with no new significant projects indicated for the near term.

- Capital Improvement Plan

The Capital Improvement Plan (CIP) for the three years ending June 30, 2014 included cost estimates and revenues allocated for the combined Central Library rearrangement projects for Youth, Local History, and first floor staff areas. Other allocations to the CIP included additional reserves for buildings and telephone system replacement, replacement and improvement of climate control for offsite backup server, and additional funds for computer replacement contingency needs.

This recommendation was reviewed and supported by the Finance and Budget Committee.

Presentation: Director Rohrbaugh told Board members each of the first three recommendations dealt with budgeting and the financing of the renovations to the first and second floors of Central Library. She said before the recommendations were brought before the Board that she thought it best to give an overview of the plans. Director Rohrbaugh told Board members these plans were close but not yet finalized. Once funding was in place, plans would be finalized with architect S. Penchansky. S. Lindemann handed out copies of the plans to Board members and walked through the possible changes that would occur in the Children's Room, patron service's offices, and CAMP on the first floor, and the Local History Room, Tech Center, ONEplace, and rotunda on the second floor. S. Lindemann asked Board members if they had questions after completing her overview of the renovations.

B. Caple asked where children's AV materials currently resided. F. Brown asked if the children's AV collection might experience a greater amount of theft after being brought up from the lower level to the Children's Room. M. Cockrell answered he did not think theft rates would increase saying this was a low theft collection. J. Vander Roest asked what was held in the glass cases in the storyroom. S. Warner answered this was a non-circulating collection called the Singley collection. R. Brown asked about moving the doors from the front of the Children's Room to the activity room. S. Lindemann confirmed this was the plan and that this was a money saving move. S. Warner told Board members the doors were very rarely closed and that active toddlers would have less chance of escaping the Children's Room with the rearrangement of the collection. B. Caple asked if moving these fire doors had an effect on emergency evacuations. S.

Lindemann answered that it would have no effect. L. Godfrey asked if ONEplace was comfortable with changes to their space on the second floor. M. Cockrell confirmed they were.

Board members thanked S. Lindemann for her presentation and explanations. President TenBrink asked if the Budget and Finance Committee had any information to add regarding the recommendation. J. Vander Roest said the committee had reviewed all three of the financial recommendations and that each came with the committee's approval.

MOTION: J. VANDER ROEST MOTIONED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE THREE PRESENTED BUDGETS: THE GENERAL OPERATING FUND CLOSE ESTIMATE REVISION, THE SPECIAL REVENUE FUNDS CLOSE ESTIMATE REVISION, AND THE CAPITAL IMPROVEMENT PLAN CLOSE ESTIMATE REVISION.

MOTION CARRIED 7-0.



*B. Allocation of Endowment Funds for First Floor Renovations*

Recommendation: On behalf of the Fund Development and Allocations Committee, Director Rohrbaugh recommended all interest earned on the endowment funds available for distribution, currently estimated at \$61,467, be allocated for expansion and renovation of the first floor children's, CAMP (cataloging, acquisitions, and materials processing area), and Patron Services areas.

Executive Summary: Several months prior, funds from the endowment were approved to hire Penchansky Whisler Architects to do a design study for the library to expand the Children's Room. The design provided an activity room for children's and reconfigured the circulation work and office areas, MEL office, and CAMP / ILS offices.

Though there were some costs remaining from this design work S. Penchansky had completed for the library, some of the previously approved allocation was not spent. In addition there was \$8,741 of endowment funds remaining from the teen wall project and \$46,536 available for 2012 distribution. Depending upon final costs for the design study, the library expected there to be about \$61,467 available for this project.

Discussion: J. Vander Roest said that this recommendation had been reviewed and was supported by both the Budget and Finance Committee and the Fund Development and Allocations Committee. Director Rohrbaugh said the Fund Development and Allocations Committee was recommending use of all interest on the endowment fund equaling approximately \$62,000. She told Board members that the funding for the renovation project was being pulled from three different sources: the capital improvement plan, the endowment fund, and the Local History and Community Information Service Fund at the Kalamazoo Community Foundation, adding that more than two-thirds of the funds used for the project would be coming from restricted funds designated for special use, not regular operating funds.

L. Godfrey added the Fund Development and Allocations Committee had discussed that these funds were being used to further the strategic plan. She said the savings resulting from eliminating a public service desk and the hourly salary costs associated with this desk would pay back the cost of the local history/tech center rearrangement within one year.

R. Brown raised concern over the use of the \$8,741 remaining from the teen wall project. He recalled that at a previous meeting, Board members were unsure of how surplus money from previous allocations should be used – whether it could be used for new projects or whether it should be added to the principle on the endowment. He said he had no problem with this money being used for the building project but this should not set a precedent and hoped a procedure could be developed for dealing with this occurrence in the future.

Director Rohrbaugh confirmed this was surplus money from the teen wall project and the same money discussed at a previous Board meeting. She said the money had returned to the Fund Development and Allocations Committee following the last discussion since it was originally part of an allocation from the interest earned on the endowment. This money had been worked back through the committee and came with their recommendation to be used for the building project.

L. Godfrey said the committee had not formally discussed the issue raised by R. Brown and should have an explicit conversation with a policy recommendation regarding the availability and use of allocated but unused funds for future allocations. She said she would hate to delay the approval of this allocation and, therefore, the building project to develop this policy and agreed that this recommendation could be approved with the understanding a precedent was not being set. R. Brown continued saying he had no wish to delay this process and it was acceptable to approve this recommendation with the expectation a policy recommendation would be brought to the full Board on this manner in the coming months, acknowledging this would not be the last time this issue would arise.

**MOTION:** J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION THAT ALL INTEREST EARNED ON THE ENDOWMENT FUNDS AVAILABLE FOR DISTRIBUTION, CURRENTLY ESTIMATED AT \$61,467, BE ALLOCATED FOR EXPANSION OF THE FIRST FLOOR CHILDREN'S, CAMP AND PATRON SERVICES AREAS.

**MOTION CARRIED 7-0.**



*C. Request for Funds from Kalamazoo Community Foundation Local History Room Fund*

**Recommendation:** Director Rohrbaugh recommended the board approve the expenditure of \$29,000 from the “Kalamazoo Community Foundation/Kalamazoo Public Library Fund – Local History and Community Information Service Fund” for renovations to combine the Local History Room and the Tech Center.

**Executive Summary:** The combining of the Local History Room and the Tech Center would result in increased efficiency and an increase in the level of service provided. Most use of the microfilm readers in the Tech Center is from patrons referred from the Local History Room. The Local History staff could provide the assistance needed and the service desk in the Tech Center could be eliminated if the partition between the two areas was removed and the room reconfigured.

The plan developed by Penchansky Whisler combined the two areas, moved the public copiers to an alcove off of the second floor elevator lobby, and moved current periodicals to the second floor rotunda. In addition to better customer service, it would also save about \$30,000 per year in hourly staff costs.

The estimate for the construction cost and design fees was \$29,000. New furniture that may be needed could come from next year's CIP budget or other gift monies. The balance in the account at the Kalamazoo Community Foundation as of September 30, 2012 was \$122,064. This recommendation had been reviewed and was supported by the Budget and Finance Committee.

Upon approval of this recommendation, the revised budget, and the expenditure of endowment fund interest, the library would finalize plans with the architects to draw up the documents for first and second floor work to be put out to bid to contractors. It is hoped both the first and second floor work could be completed during 2013.

Discussion: J. VanderRoest noted this money was on deposit with the Kalamazoo Community Foundation and that the library would have to request to withdraw and use these funds. He said this withdrawal would use much of the growth this fund had experienced over the past few years and the Budget and Finance Committee was in favor of this recommendation. Director Rohrbaugh reminded Board members this was a particularly helpful project from the library's perspective since it had approximately a one year payback.

MOTION: B. CAPLE MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE EXPENDITURE OF \$29,000 FROM THE "KALAMAZOO COMMUNITY FOUNDATION/KALAMAZOO PUBLIC LIBRARY FUND – LOCAL HISTORY AND COMMUNITY INFORMATION SERVICE FUND" FOR RENOVATIONS TO COMBINE THE LOCAL HISTORY ROOM AND THE TECH CENTER.

MOTION CARRIED 7-0.



#### *D. Increase in Staffing Table*

Recommendation: Director Rohrbaugh recommended an increase in the staffing table of .5 time Library Assistant 4 position within Facilities Management.

Executive Summary: The library has long had several hourly positions on the FM staff. The positions had been twenty hours per week from closing until about midnight, to supplement the salaried staff with building cleaning. Often these positions were filled by college students, folks who really wanted full-time work but accepted this part time work in the meantime, or those who needed a second part-time job.

It has been increasingly difficult for the library to retain hourly FM employees. It has been a struggle to hire and most recently the library has not been able to attract viable candidates. Considerable time has been invested advertising, interviewing, and training, only to have employees leave or not work out from the library's perspective.

Simultaneously, S. Lindemann examined the scheduling and work assignments within FM and identified the need for a lead position on second shift. This recommendation converted two of the FM hourly positions to one half-time salaried position. Although this is a reduction of twenty hours per week, library management believed there would be a productivity gain and that the library would attract stronger candidates to a half-time salaried position with pro-rated fringe benefits.

The increase in cost for the remainder of the fiscal year would be approximately \$5,000. As hourly staff leave, the library would reduce the hourly jobs from three to one with the addition of this .5 time salaried position.

The Personnel Committee reviewed and supported this recommendation.

Discussion: V. Wright said this was reviewed by the Personnel Committee and came with their strong support saying they believed this was a good move for the library at this time. Director Rohrbaugh reminded Board members the library did not add positions to the staffing table casually but that this move would serve the library very well.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO INCREASE THE STAFFING TABLE WITH A .5 TIME LIBRARY ASSISTANT POSITION WITHIN FACILITIES MANAGEMENT.

MOTION CARRIED 7-0.



#### *E. Reclassification of Library Assistant Position*

Recommendation: Director Rohrbaugh recommended the Library Assistant 3 position, held by Jeremy Breeding, be reclassified to Library Assistant 4, effective February 1, 2013.

Executive Summary: When S. Lindemann joined the staff as Head of Facilities Management, one of the major needs she identified was for a back-up person to operate the HVAC systems.

Jeremy Breeding, a library assistant since 2004 and in FM since 2008, has attended multiday training on our systems and is gaining skill and expertise as a back-up to S. Lindemann. In addition, he has developed other “handy person” skills to expand the work FM can do in-house: cutting keys, basic electrical work.

An increase to LA 4 reflects the increase in skills and expectations for this position. The salary increase for the remainder of this fiscal year was negligible but provided greater salary advancement over time.

This reclassification was reviewed and supported by the Personnel Committee.

Discussion: V. Wright said this had been reviewed and supported by the Personnel Committee. She said she appreciated that S. Lindemann was considering facilities management staffing system-wide. B. Caple asked what the “negligible” salary advancement equated to. Director Rohrbaugh said that it was approximately \$20/year but this was a function of the way the library developed its pay scales and this reclassification would offer more opportunities for advancement in the future than J. Breeding currently had.

MOTION: V. WRIGHT MOTIONED AND J. VANDERROEST SUPPORTED THE MOTION THAT THE LIBRARY ASSISTANT 3 POSITION, HELD BY JEREMY BREEDING, BE RECLASSIFIED TO A LIBRARY ASSISTANT 4, EFFECTIVE FEBRUARY 1, 2013.

MOTION CARRIED 7-0.



#### *F. 2013 Calendar of Meetings*

Recommendation: Director Rohrbaugh recommended the Board adopt a calendar for meetings for the 2013 calendar year.

Executive Summary: A suggested calendar for Board meetings during the 2013 calendar year was developed for consideration. The calendar for Board meetings was revised to reflect the changing of terms for Board members from a fiscal year cycle to a calendar year cycle.

Discussion: Director Rohrbaugh told Board members the January-June Board meetings were already set at a prior meeting but it now made sense to approve the meeting schedule as a calendar year following the changing of terms for Board members.

MOTION: F. BROWN MOTIONED AND V. WRIGHT SUPPORTED THE MOTION TO ADOPT THE CALENDAR OF MEETINGS FOR THE 2013 CALENDAR YEAR.

MOTION CARRIED 7-0. 

REPORTS:

*G. Second Quarter Strategic Planning Statistics*

Report: Director Rohrbaugh told Board members this report covered October-December 2012. She drew attention to 1.3 and 3.6 which both had to do with Summer Reading Games and were, therefore, completed for the year. These targets were not met, as well as, the surveys in 4.5 and 4.6. The goals for surveys 5.7 and 6.2 were both met. Lastly, Director Rohrbaugh drew attention to objective 8.4 saying she thought the library was overly optimistic when it set this goal requiring 1,000 attendees at library sponsored local history and genealogy programs. A footnote was added to this objective to show over 700 people were reached about local history and genealogy during the second quarter at the Senior Expo.

Discussion: V. Wright commented that the circulation of children's movies and music was already at 98.1% for the year and circulation of these materials would be expected to rise once it was moved to the Children's Room with the building renovations. L. Godfrey asked why objectives 1.3 and 3.6 seemed to have not been met by such a significant margin. S. Warner said this had to do with the challenge of reaching students in KPS. She said it was difficult for the kids to get to the library on their own but KPS was working on increasing involvement from parents. L. Godfrey said First Saturday@KPL was continually strong and the first grade cards were a good collaboration and asked if these events didn't help increase Summer Reading Games participation. S. Warner said she though First Saturday@KPL helped increase participation but that the first grade cards did not. She thought KPS needed to refine the way they worked with the library making it easier to share information and increasing parent involvement.

J. VanderRoest asked S. Warner if the goal of a 30% increase was too aggressive for objective 1.3. She said she thought it was and that library staff had learned a lot about the strategic planning process. C. TenBrink asked if Summer Reading Games were still being promoted among the summer school students. S. Warner confirmed this was still happening. She said that the library did not always have good communication systems in place with the summer school principals when asked about these students participation and why it was not higher.

B. Caple asked if KPL would continue to place a high emphasis on the first grade cards. S. Warner answered this would continue to be a high priority but that this push did not seem to be translating into higher Summer Reading Games participation among this age group of students. F. Brown asked if there was discussion about having more teachers bring their classes to the library. S. Warner said the first grade classes were brought to the library three times a year and staff were available any time other classrooms were interested in coming to the library. She said most often the reason classrooms didn't visit was transportation. If classes are not close enough that they can walk to the library the transportation will have to come out of their school's budget and there are often more important things that this money is needed for. S.



Warner told F. Brown that the Director of Elementary Education was aware that the library would host as many class visits as they wanted.

Disposition:

*H. Legislative Update*

Report: D. Schiller told Board members there was nothing to report on.

**VI. COMMITTEE REPORTS**

- A. *Finance and Budget Committee*—J. VanderRoest said the Finance and Budget Committee had an extensive meeting prior to the Board meeting, the results of which were seen in a few of the recommendations.
- B. *Personnel Committee*—V. Wright reported the Personnel Committee had reviewed two recommendations brought before the full Board since the December Board meeting.
- C. *Fund Development and Allocations Committee*—L. Godfrey said their work was reflected in recommendation V. B. and the committee now had their next agenda item to discuss for a future recommendation to the Board about funds that were allocated but unused.
- D. *Director's Building Advisory Committee*—Director Rohrbaugh said the committee had met with architect S. Penchansky to review the plans for the building renovations.

**VII. OTHER BUSINESS**

*A. Director's Report*

Presentation: Director Rohrbaugh highlighted item 7 reporting the I.S. Gilmore Foundation would be helping fund Brooke Gladstone's visit as the wrap-up for Reading Together. Item 11 was a long list of children's activities that took place over the holiday break and a note from S. Warner explaining this programming was a lot of fun but all had the purpose of increasing literacy among children. She highlighted item 13 saying the Kalamazoo Valley Museum and KPS would be partnering with the library for the next First Saturday@KPL. She drew attention to the digitization of the Henderson-Ames Company catalog as stated in item 15.

Discussion: V. Wright confirmed that the mail survey in item 6 was ready to be mailed out soon. Director Rohrbaugh confirmed this was the case. J. VanderRoest asked if things went well bringing up the new payroll system mentioned in item 23. D. Schiller said the most important things were working well and they were continuing to tweak other things. L. Godfrey congratulated the Friends on filling their vacant spot with a great person after C. Manstrom began working full time following L. Kubinski's retirement as mentioned in item 4.

Disposition: Trustees thanked Director Rohrbaugh for her report.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

A. Khazad, 710 Collins St., Apt. 1202, stood to give his address which he neglected to mention during his first opportunity to address Board members.

**IX. COMMENTS BY TRUSTEES**

- F. Brown thanked L. Godfrey for her work as president saying she did an exemplary job and kept everyone on point. He congratulated C. TenBrink on her election as president. V. Wright also thanked L. Godfrey and congratulated C. TenBrink.
- L. Godfrey congratulated C. TenBrink saying she looked forward to working with her.
- C. TenBrink thanked L. Godfrey for her guidance and said she looked forward to a great year.

**X. EXECUTIVE SESSION**

*A. Director's Midyear Review*

President TenBrink asked for a motion to move to closed session to discuss the Director's Midyear Review.

**MOTION:** F. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION TO DISCUSS THE DIRECTOR'S MIDYEAR REVIEW.

**Roll Call Vote:** J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple – yes; V. Wright—yes; L. Godfrey—yes; C. TenBrink—yes.

**MOTION CARRIED 7-0.**



Trustees moved to closed session at 5:24 p.m.

**MOTION:**

B. CAPLE MOVED AND F. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

**Roll Call Vote** J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple – yes; V. Wright—yes; L. Godfrey—yes; C. TenBrink—yes.

**MOTION CARRIED 7-0.**



Trustees returned to open session at 5:28 p.m.

**XI. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 5:29 p.m.

**X** \_\_\_\_\_  
Fenner Brown  
Secretary